



Town of Concord  
Building Department  
(978) 318-3280

# Sign Permit Application

## Building Department Use Only

Fee: **\$30.00 ea** ☐ Cash ☐ Check Permit Number: \_\_\_\_\_

Date Accepted: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Approved for issuance: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Building Inspector

The acceptance of this application shall not be deemed as an approval to proceed with construction. Permit applications will not be considered for issuance unless all required information is submitted with this application. Please *type or print*.

### 1 Location

\_\_\_\_\_ No.

\_\_\_\_\_ Street

\_\_\_\_\_ Lot No.

\_\_\_\_\_ Map - Parcel

\_\_\_\_\_ Zoning District

\_\_\_\_\_ Present Use

\_\_\_\_\_ Proposed Use

Is this sign located within a designated Historic District? ☐ Yes ☐ No

### 2 Description (See reverse side for additional requirements.)

Type of permit: ☐ Erect (new) ☐ Alter ☐ Relocate

Type of sign: ☐ Form ☐ Flat wall ☐ Projecting ☐ Free Standing ☐ Street Banner

☐ Other: \_\_\_\_\_ Illuminated? ☐ Yes ☐ No

☐ Permanent ☐ Temporary, dates: from: \_\_\_\_\_ to: \_\_\_\_\_

### 3 Owner, Tenant, Architect and Contractor Information

	Name	Address	Telephone
Owner(s)	_____	_____	_____
Tenant	_____	_____	_____
Contractor	_____	_____	Const.Lic.# _____
	Address _____	_____	Tele: _____
Architect	_____	_____	MA Reg. _____
Engineer	_____	_____	MA Reg. _____
Other	_____	_____	_____

### 4 Certification (Please read before signing)

The undersigned hereby certifies that he/she has read and examined this application and that the proposed work is subject to the provisions of the Massachusetts State Building Code and the Town of Concord's Sign By-Law, is accurately represented in the statements made in this application and that the work shall be executed in accordance with the foregoing statements and in compliance with the provisions of all applicable laws and ordinances in effect on the date of issuance as provided for in MGL Chapter 40A, Section 6.

Signatures: \_\_\_\_\_

**GENERAL SUBMISSION REQUIREMENTS**

1. Please attach a detailed, scaled plot plan indicating the position of the proposed sign with respect to other signage, street(s), building(s) etcetera.
2. Draw a detailed colored scale drawing of the sign indicating design, wording and dimensions.
3. If a wall mounted or projecting sign, a detailed, scale elevation indicating the sign location on the building, height above grade, projection and mounting details.
4. Any other pertinent information.

Utilize the space below to sketch the proposed sign.

